

Identity Protection Act Training



Identity Protection Act

5 ILCS 179 also known as the Identity Protection Act entered into effect, June 1, 2010.

Training regarding this act is required for all employees of State agencies identified as having access to social security numbers in the course of performing their duties, in order to protect the confidentiality of social security numbers.





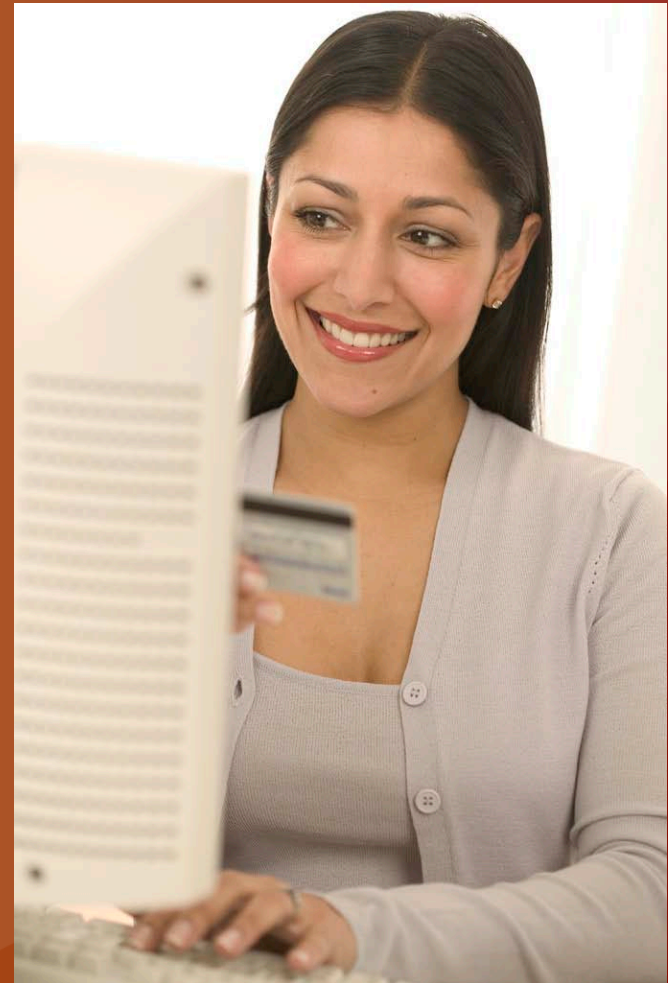
Prohibited Activities

1. Publicly posting or publicly displaying an individual's Social Security Number
2. Printing an individual's social security number on any card required for the individual to access products or services provided by the person or entity.



Prohibited Activities

3. Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.



Prohibited Activities

4. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed.



Permitted Activities

4. (con't.) Notwithstanding any provision in this Section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number.



Prohibited Activities

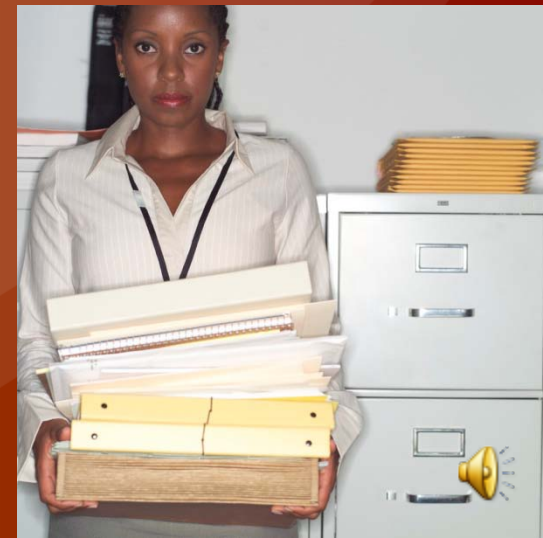
4. (con't.) A social security number that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.



Prohibited Activities

Except as otherwise provided in this Act, beginning July 1, 2010, no person or State or local government agency may do any of the following:

1. Collect, use, or disclose a social security number from an individual, unless
 - (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities



Prohibited Activities



Except as otherwise provided in this Act, beginning July 1, 2010, no person or State or local government agency may do any of the following:

1. Collect, use, or disclose a social security number from an individual, unless
 - (ii) the need and purpose for the social security number is documented before collection of the social security number; and



Prohibited Activities



Except as otherwise provided in this Act, beginning July 1, 2010, no person or State or local government agency may do any of the following:

1. Collect, use, or disclose a social security number from an individual, unless and

(iii) the social security number collected is relevant to the documented need and purpose.





Prohibited Activities

Except as otherwise provided in this Act, beginning July 1, 2010, no person or State or local government agency may do any of the following:

- (2) Require an individual to use his or her social security number to access an Internet website.



Prohibited Activities

Except as otherwise provided in this Act, beginning July 1, 2010, no person or State or local government agency may do any of the following:

- (3) Use the social security number for any purpose other than the purpose for which it was collected.



Prohibited Activities

- (c) The prohibitions in subsection (b) do not apply in the following circumstances:
- (1) The disclosure of social security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's social security number will be achieved.



Prohibited Activities

(c) The prohibitions in subsection (b) do not apply in the following circumstances:

(2) The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.



Prohibited Activities

(c) The prohibitions in subsection (b) do not apply in the following circumstances:

(3) The collection, use, or disclosure of social security numbers in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.



Prohibited Activities

(c) The prohibitions in subsection (b) do not apply in the following circumstances:

(4) The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.

(5) The disclosure of social security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.



Prohibited Activities

(c) The prohibitions in subsection (b) do not apply in the following circumstances:

(6) The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm-Leach-Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.



Prohibited Activities

If any State or local government agency has adopted standards for the collection, use, or disclosure of social security numbers that are stricter than the standards under this Act with respect to the protection of those social security numbers, then, in the event of any conflict with the provisions of this Act, the stricter standards adopted by the State or local government agency shall control.



Public inspection and copying of documents.

- Notwithstanding any other provision of this Act to the contrary, a person or State or local government agency must comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. A person or State or local government agency must redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents.





Applicability

- (a) This Act does not apply to the collection, use, or disclosure of a social security number as required by State or federal law, rule, or regulation.
- (b) This Act does not apply to documents that are recorded with a county recorder or required to be open to the public under any State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois. Notwithstanding this Section, county recorders must comply with Section 35 of this Act.



Compliance with Federal Law

If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, any State or local government agency that complies with the federal law shall be deemed to be in compliance with this Act.



Embedded Social Security Numbers.

- Beginning December 31, 2009, no person or State or local government agency may encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the social security number as required by this Act.



- This Act does not supersede any more restrictive law, rule, or regulation regarding the collection, use, or disclosure of social security numbers.



Violation

- Any person who intentionally violates the prohibitions in this Act is guilty of a Class B misdemeanor.



Best Practices

- Always follow the policies in place for the creation, retention and destruction of documents.
- Collect and retain only data that is essential to the task.
- Never leave sensitive and personal information unattended.
- Limit access to Social Security Numbers and other personal information by using locks on doors/file cabinets.
- Where possible, don't store Social Security Numbers and other personal information on personal computers, laptops and other portable electronic devices.



Best Practices

- When social security numbers must be stored on the aforementioned devices, use deploying password functions and screensavers.
- When social security numbers must be stored on portable devices, use encrypting.
- Remove personal information not critical to the task when distributing full data sets to users external to the unit.
- Redact personal information not critical to the task when distributing full data sets to users external to the unit, if elimination from the document is not feasible.



Next Steps

Now that you have reviewed the Identity Protection Act Training

1. Print the next slide.
2. Fill out the requested information.
3. Submit the signed certificate to the Office of Compliance in ADM 321.

Remember to keep a copy of your certificate for your records.



Chicago State University

I certify that I have carefully read and reviewed the content of, and completed the

Identity Protection Act Training

Name (Print): _____

Signature: _____

Today's Date: _____

UID#: _____

To be properly credited for participating in Identity Protection Act Training, please complete and return the original to the Office of Compliance in ADM 321.